

File No. -14

MEMORANDUM FOR: Deputy Director (Administration)

25X1A9a

ATTENTION: [REDACTED]

SUBJECT: Monthly Report of Personnel Strength by Organizational Unit

1. There is attached hereto a copy of a memorandum (Attachment 1) dated 21 August 1952 to the Office of General Services requesting that the Machine Records Branch furnish the Personnel Office certain data on a monthly basis for use in preparing subject report for the Comptroller. There is also attached (Attachment 2) a copy of a memorandum from the Acting Chief, General Services to the Chief, Machine Records Branch, which indicates that the report for July will be prepared on a voluntary overtime basis, and that reports for the remainder of the fiscal year will be prepared only if personnel requirements for the Machine Records Branch now pending in your office are approved.

2. These memoranda are being brought to your attention for information in the event an inquiry is received from the Comptroller.

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[REDACTED]
GEORGE E. MELTON
Personnel Director

Attachments:

Memo, dtd 21 Aug 1952
Memo, dtd 25 Aug 1952

14

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No Change in Class.	☐
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